

Clark, Antonia

From: Clark, Antonia
Sent: Friday, November 16, 2012 3:44 PM
To: Suarez, Maria
Subject: Updated Letter
Attachments: 0585_001.pdf

Maria,

I checked your file and found that your position title should indeed be Inventory Control Manager in our SAP system.

I have provided information to Payroll so that they can update the system as soon as possible to reflect that change.

In the meantime, attached is another letter. I have put the original in the interoffice mail to you so you will have it.

I am sorry for any confusion.

Thank you,
Toni

Antonia Clark

HR Assistant
Southern Wine & Spirits of NY
313 Underhill Blvd.
P. O. Box 9034
Syosset, NY 11791
Phone: 516-730-3155
Fax: 516-730-8266

From: scans@southernwine.com [<mailto:scans@southernwine.com>]
Sent: Friday, November 16, 2012 3:35 PM
To: Clark, Antonia
Subject: Attached Image

SOUTHERN WINE & SPIRITS
Position Request Form

New Position ☐
Change Position ☐

Office Use Only

New Position #
Processed by

Basic Data

Copy From ☐ Change ☒Number of Positions Requested Position # Position Title INVENTORY CONTROL MGR. Valid From 6/4/2007

Assignment

 Distribution Percentage Distribution Percentage Personnel Area Personnel Subarea Employee Subgroup Exempt ☒Non-Exempt ☐

Position Attributes

Number

Workers Compensation

Worker's Comp State Worker's Comp Code Officer for WC Capping Purposes ☐

Additional Notes

32468 - Suarez

Signature Approvals

HR Manager Date 10/10/07Department Manager Date Operations Manager Date Executive Officer Date

CONFIDENTIAL

SGWS 001489